



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Benefits Administrator Memo **#17-07**

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: November 7, 2017
Re: Immediate Action Required Regarding Dependents Who Lose Eligibility at Year-End

[BA Memo #17-05](#) sent in September provided instructions and sample letters for communicating with employees and retiree group members whose dependents reach age 26 by the end of the year and are ineligible for health coverage.

It is the responsibility of the Benefits Administrator to send all the required communications to employees that impact their health benefits. It is crucial that these letters are sent as soon as possible. This will provide plan members as much time as possible to submit requests on incapacitated dependents to the appropriate claims administrator for determination of Adult Incapacitated Dependent status.

If you have difficulty accessing the report from HuRMan showing your agency's affected employees, retiree group members and dependents, or need technical support, contact the DHRM Help Desk at ihelp@dhrm.virginia.gov.